ELECTRONIC PLAN SUBMITTAL

APPLICANT DIRECTIONS FOR ONLINE PLAN REVIEW

The City of Gig Harbor is pleased to offer electronic online plan review

PRIOR TO SUBMITTING YOUR PLANS AND RELATED MATERIALS TO THE CITY YOU MUST:

Complete a Construction Permit Application for building, plumbing, mechanical or the appropriate fire permit application found at: http://www.cityofgigharbor.net/212/Building-Permits-Forms-Fees

SUBMIT THE APPLICATION TO GIG HARBOR BUILDING & FIRE SERVICES

Submit the application via email to: buildingintake@gigharborwa.gov

FOLLOWING APPLICATION SUBMITTAL

You will be contacted and given a permit number, fee invoice, fee payment options and instructions for uploading plans.
PAYMENT OPTIONS:
- By mail: 3510 Grandview Street, Gig Harbor, WA 98335
- Via phone to your contact: Visa/MasterCard *(2% transaction fee)*
- In person to the City of Gig Harbor cashier: Visa/MasterCard *(2% transaction fee)*, Cash or Check
- Online via the City website: Visa/Mastercard *(2% transaction fee)*
  For online payment, you will need to create an account on the City permit portal:
    https://ci-gigharbor-wa.smartgovcommunity.com/Public/Home

UPLOADING PLANS TO BOX

You will be given an email address that is specific to your plan file, you will use this address to submit (upload) your plans and all related materials. Please be sure the files are standard PDF, underline flattened and unlocked so that approval stamps and redlines can be applied.

AFTER PLANS ARE REVIEWED

City staff will send reviewed files to you via email with notations on any corrections or additional information needed. Once all matters have been addressed by the applicant, reviewed and approved by City staff; you will be issued approved plans, inspection card(s) and permit(s) in PDF format. Documents will be sent via email. The applicant is responsible for printing out and having all documents available on site for inspections.

Please Note: Any remaining fees must be paid prior to issuance of permit(s)

Building & Fire Services | 3510 Grandview Street | Gig Harbor, WA 98335
Phone (253) 851-6170 | Fax (253) 858-6408 | www.gigharborwa.gov

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